



Executive Event Services Employee Weekly Timesheets

Please email a copy of your timesheet to payroll@eesnation.com every Thursday

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Overtime must have written explanation in the additional comments box below.

Please write all times in standard time as AM/PM.

A 30 minute break is required for shifts 6 hours or more and is not applicable for payment.

Name:

Submitted on:

Day	Date	Time In	Break Out	Break In	Time Out	Total Time Worked	Job Site Location	PAYROLL ONLY	MGMT ONLY
Thursday	/ /								
Friday	/ /								
Saturday	/ /								
Sunday	/ /								
Monday	/ /								
Tuesday	/ /								
Wednesday	/ /								

Weekly Total:

Payroll Confirmed Total

Additional Comments:

My signature below provides my agreeance to all stated hours worked. I confirm that all breaks and meal periods were taken according to State and Federal law.

Employee Signature

Date